

HRG Memorandum 15-24



To: KEHP Human Resource Generalists (HRGs)

From: Department of Employee Insurance (DEI)

Re: Member and Dependent SSN Requirements

Date: September 14, 2015

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2 nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehpn.ky.gov

Due to changes in IRS and Federal Rules, Social Security Numbers (SSN) for all members and dependents are required for reporting health insurance coverage purposes. Incorrect or inaccurate reporting, including the failure to use an SSN for reporting, could result in penalties imposed by the IRS.

In an effort to clean up our enrollment file, DEI will be reaching out to members who have dependents with missing or inaccurate SSNs. Members will have 60 days to update these records. If they fail to provide the required SSN their coverage may be up for review. Further, the failure to provide an accurate SSN may result in a \$50 penalty imposed by the IRS.

Attached is a copy of the letter these members will receive. If you have any questions, please call 888-581-8834 or 502-564-1205.

